

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting

Pursuant to the Governor's Special-Order N-29-20, issued March 17, 2020, the November 16, 2022 Regular Board of Director's Meeting was held via teleconference and in-person at:

Long Valley Community Hall
2005 Rattlesnake Rd., Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Kahrl called the meeting to order at 6:00 p.m.
- b. VC Elder led the flag salute.
- c. All directors were present. Secretary Heisterkamp was present via Zoom.
- d. Chief Gow, Fire Marshal D'Ambrogi, BC's Nelson and Williamson were present.

2. Approval of Agenda

- a. Secretary Heisterkamp requested that 11. (b.) and 11 (g.) be scratched from the agenda. 11. (b.) documents are still with the USDA for review. 11. (g.) has already been decided. VC Elder made a motion to approve the agenda as amended. Chairman Kahrl seconds the motion. Motion carries unanimously via roll call vote (5/0).

3. Approval of Minutes

- a. Director Bettencourt made a motion to approve the minutes as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).

4. Approval of Financial Report

- a. VC Elder made a motion to approve the financial report as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).

5. Correspondence

- a. None

6. Public Comment

- a. Jon Anacker – Newcastle Fire was cheered at the Veteran's Day Parade in Auburn.

7. Chief's Report

- a. Chief Gow reporting:
 - i. Auburn City Manager has resigned effective 12/31.
 - ii. County Supervisor Weygandt has retired. Shanti Landon has been elected to replace him.
 - iii. South Placer has one new board member.
 - iv. Foresthill Fire incumbents have been re-elected.
 - v. There was a Facebook post made in one of the Foresthill groups which gave some mis-information regarding the LAFCO process related to merging Newcastle and Placer Hills. Local 3800 wrote and posted a clarifying letter.
 - vi. Penryn Fire has one new board member.
 - vii. The lawsuit filed against Newcastle Fire's hiring practices is moving forward and is currently in discovery.
 - viii. LAFCO has returned the application that was submitted. Additional information, including a current Municipal Services Review is required. This could delay the consolidation process by six months.
- b. Fire Marshal D'Ambrogi reporting for Prevention:
 - i. Prevention has been pretty busy.
- c. BC Williamson Reporting:
 - i. All apparatus is in-service.

8. Newcastle Professional Firefighter's Association

- i. None

9. Board Committee Reports

- a. Building Committee report on the new fire station.

- i. Director Bettencourt reporting:
 1. Mike Vukas did his walk through with Brian Toppel. Mr. Vukas was happy overall.
 2. It's ok to take the sign down.
 3. Mike Virgil has been taking photos of the site since the beginning in 2018. Director Bettencourt asked him if the district can get the pictures. Mr. Virgil agreed and would like to be invited to the open house.
 4. Internet is up and running. TV and IT will be taken care of later in the week.
 5. Landscaping will be done after Thanksgiving.
 6. After 11/25 heavy equipment can be driven on the concrete.
 7. As soon as the alarm and monitoring systems are up and running, an occupancy certificate should be approved.
 8. Captain Hicks reported that the crews are working on packing things up in the old station to move into the new station.
 9. It looks like January will be a good month to have an open house. Please place an item on the December agenda to discuss and establish a date.
- b. Ad-hoc Committee report on selling the existing station and dedication of the new fire station.
 - i. Secretary Heisterkamp reported that the USDA wants a ribbon cutting ceremony at the new station. We need to nail down a date as soon as possible.
 - ii. Regarding the sale of the old fire station, all paperwork has been submitted to the California Housing Department. They are requiring that a "deed restriction" be put into place. This will require any future buyer to adhere to income restrictions as it relates to low-income housing. It's currently with the district's counsel to provide an opinion.
 - iii. Director Enos and his real estate partner, Tyghe Richardson spoke to the board about donating their real estate services for the sale of the old fire station. Mr. Richardson reported that he has donated his services many times. At the end of Mr. Richardson's report, it was decided that a contract proposal would be prepared and submitted to the district's counsel for review.
 - iv. Chairman Kahrl reiterated that Mr. Richardson and Director Enos should not expend any funds with the assumption that the district has committed to any agreement.
- c. Inter-district Cooperation Ad-hoc Committee.
 - i. No report.
- d. Contract Committee: Administration Contract with Placer Hills Fire (Directors Bettencourt and Heisterkamp).
 - i. No report.

10. Informational/Non-Action Items

11. Action Items

- a. Consider and approve Captain Shaw's satisfactory completion of his probationary period.
 - i. Director Bettencourt made a motion to approve Captain Shaw's satisfactory completion of his probationary period. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- b. This item was removed during agenda approval.
- c. Adoption of the 2022 California Fire Code with amendments, introduce Ordinance No. 2022-01 and conduct a Public Hearing for a first reading, by title only.
 - i. Fire Marshal D'Ambrogi reported that by adopting the 2022 fire codes, the 2019 codes will be repealed.
 - ii. Chairman Kahrl opened the public hearing. No public comment was received. The ordinance has been run in the newspaper.
 - iii. Chairman Kahrl closed the public hearing. No board action was taken.

- d. Consider and approve the bill of sale to South Placer Municipal Utility District.
 - i. The bill of sale covers the transfer of all the districts rights, title and interest in and to all public sewer pipes, lines, mains, manholes and appurtenances installed by the district's contractor for the project commonly known as Newcastle Fire Station #41, 9350 Old State Highway.
 - ii. Director Bettencourt made a motion to approve the Bill of Sale as presented. Chairman Kahlr seconds the motion. Motion carries unanimously via roll call vote (5/0).
- e. Consider and approve a Grant of Easement for pipeline and access to Placer County Water Agency.
 - i. The Grant of Easement will provide non-exclusive permanent easement for pipeline and access purposes at the new fire station.
 - ii. Director Bettencourt made a motion to approve the Grant of Easement as presented. Director Enos seconds the motion. Motion carries unanimously via roll call vote (5/0).
- f. Consider options to resolve the drywall issue at the new fire station.
 - i. Director Bettencourt reported that there was a mis-communication to the contractor about what type of plywood and sheetrock is required for the entire wall between the apparatus room and the living quarters. The contractor followed instructions from the architect which caused the county inspector to issue a fail to that particular component of the building. The district incurred a \$15K change order for the contractor to replace the plywood and sheetrock with the correct materials. The district is working with the architect to try and recover at least some of the cost of the change order.
 - ii. No board action was taken.
- g. This item was removed during agenda approval.
- h. Consider an appeal of Measures B and F taxes for a small parcel with a natural spring by Ms. Lewis.
 - i. Ms. Lewis has requested an exemption of both Measure F and Measure B special taxes on APN #: 042-142-033-000 for the following reason(s):
 - 1. The parcel in question is a very small piece of land with a natural spring. The spring supplies water to Ms. Lewis' home. Ms. Lewis has been paying both taxes for the property her home sits on and the property that has the spring on it. The property encircling the spring is owned by her neighbor who pays both taxes.
 - 2. After much discussion by the board, the following comments were made prior to a motion: Since the property is very small and is not contiguous with Ms. Lewis' main parcel; and it is only used to supply water to Ms. Lewis' residence; the board feels an exemption is appropriate.
 - ii. Director Bettencourt made a motion to exempt APN #042-142-033-000 from both Measure F and Measure B tax assessments beginning with tax year 2022-2023. Further, a refund is authorized for any 2022/2023 taxes already paid for either measure. VC Elder seconds the motion. Motion carries unanimously via roll call vote (5/0).
- i. Consider and approve the 2nd reading of the following chapters of the Lexipol Policy Manual:

Chapter 10, Personnel

1000-Recruitment and Selection
1001-Performance Evaluations
1002-Promotions and Transfers
1003-Position Descriptions
1004-Classification Specifications
1005-Career Tracks
1006-Fire Officer Development
1007-Educational Incentives
1008-Tuition Reimbursement
1009-Reporting for Duty

1010-Emergency Recall
1011-Overtime
1012-Discriminatory Harassment
(already approved)
1013-Conduct and Behavior
1014-Personnel Complaints
1015-Outside Employment
1016-Personal Projects On-Duty
1017-On Duty Voting in Statewide
Elections

1018-Personnel Records
1019-Commendations and Meritorious Service
1020-Grievance Procedure
1021-Wellness and Fitness Program
1022-Physical Wellness
1023-Critical Incident Stress Debriefing
1024-Workplace Violence
1025-Lactation Breaks
1026-Smoking/Tobacco Products
1027-Drug and Alcohol-Free Workplace
1028-Personal Appearance Standards
1029-Uniform Regulations
1030-Badges
1031-Identification Cards
1032-On-Duty Injuries
1033-Temporary Modified Duty Assignments

1034-Return to Work
1035-Release of HIPAA-Protected Information
1036-Line-of-Duty Deaths
1037-Line-of-Duty Death and Injury Notification
1038-Family Support Liaison
1039-Funerals
1040-Family and Medical Leave
1041-Military Leave
1042-Pregnancy Disability Leave
1043-Catastrophic Leave (already approved)
1044-Driver License Requirements
1045-Nepotism and Conflicting Relationships
1046-Member Speech, Expression and Social Networking
1047-Anti-Retaliation
1048-Sick Leave

Chapter 11, Facilities

1100-Facility Security
1101-Emergency Power
1102-Waste Water Discharge
1103-District-Owned Fuel Storage Tanks
1104-Flag Display
1105-District Use of Fire Detection and Suppression Systems
1106-Fire Station Living

1. VC Elder made a motion to approve the second reading of Chapter 10 – Personnel and Chapter 11 – Facilities. Chairman Kahrl seconds the motion. Motion carries unanimously via roll call vote (5/0).
- j. Consider and approve the 1st reading of Lexipol Chapter 12, Fire Board Policies.
- i. No action was taken.

12. Director's Reports

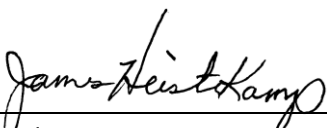
- a. Director Bettencourt reported that after Mr. Vukas toured the new station, he was taken over to the old fire station. Director Bettencourt explained that much of the equipment and furnishings from the old station are being taken to the new station, however, there are many things that the district will have to purchase. Mr. Vukas indicated that there are grants available which will cover up to 50% of the cost of much of the needed equipment. He is happy to help with this where he can.

13. Chairman Kahrl adjourned the meeting at 7:51 p.m.

Respectfully Submitted:



Patrice Metz, Recording Secretary



Approved